

DDI, D R 001113  
FILE Meetings 6

BRIEFING OF DDCI ON OFFICE OF PERSONNEL

OUTLINE

1. RECRUITMENT AND SELECTION

- a. Description of regional organization of recruiters; campus recruitment; 100 Universities and University Associates.
- b. WARO: necessary "local" interviewing facility; production statistics.
- c. Skills Bank Placement
- d.  and Hot Pursuit
- e. Hopefully, in the near future, follow-up interviews with new EOD's.
- f. Suitability reviews by Applicant Review Panel (Personnel, Security, Medical).

NOTE IMPORTANCE OF COOPERATION AND ASSISTANCE OF AGENCY OPERATING OFFICIALS

2. AGENCY CONCEPT OF PERSONNEL MANAGEMENT - CAREER SERVICES - COMMAND - O/Pers

3. IN-SERVICE PLACEMENT

- a. Limited central O/Pers activity. Principally administered through Career Service structure except when crossing major component (Directorate) lines.
- b. Maintenance of QAB records to facilitate. (This is an on-going project not yet at full usefulness.)
- c. Review of candidates for overseas assignment by Overseas Candidate Review Panel.

4. EMPLOYEE DISCIPLINE, SUITABILITY REVIEWS, EVALUATION

- a. Adverse actions based on conduct, performance, or diminished utility.
- b. PEB as mechanism for difficult conduct/health cases (especially psychiatric problems).

- c. Screening for career employee status; three year probation.
- d. Fitness Reporting.
- e. Integrated Personnel Information System.

NOTE IN THIS AREA THE CLOSE COOPERATION AMONG Personnel, Security, Medical ~~and~~, AND WHEN APPROPRIATE, IG STAFF ON PROBLEM CASES.

5. EMPLOYEE SERVICES AND COUNSELING

- a. Insurance Programs - Over-view; not details.
- b. Overseas Medical Benefits; FECA.
- c. Credit Union.
- d. EAA.
- e. Welfare Fund; PSAS; EAF.
- f. Personal counseling and pre-exit interviewing.
- g. Unmarried mothers (?).
- h. Car Pools, blood donors, housing, bulletin boards, savings bonds, fund drives.
- i. Employee recognition programs: Suggestion Awards, Honor Awards, Longevity Awards, Public Service Awards.

6. RECORD KEEPING

- a. Position inventory.
- b. Statistical reports: on-duty strength; profiles of various types.
- c. Processing personnel actions.
- d. Maintaining employee and applicant files.

7. POSITION CLASSIFICATION AND WAGE ADMINISTRATION

- a. Follow Civil Service generally for staff jobs; various wage board plans for blue-collar workers.

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- b. Special pay plans for proprietaries.
- c. Supergrades, SPS, Executive Pay (Levels IV and V).

8. CONTRACT PERSONNEL ADMINISTRATION

Just note variety of categories and special arrangements tailored to each.

9. MILITARY PERSONNEL ADMINISTRATION

10. RETIREMENT

- a. Two Systems: CIA and Civil Service.
- b. Pre-Retirement Counseling.
- c. Retirement Placement Service  
Outplacement Service as related activity.

11. PERSONNEL PLANNING AND FORECASTING

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